

CAMP CHIEF LITTLE TURTLE



DINING HALL *and* KITCHEN FACILITIES MANUAL

In order to promote good stewardship of the dining hall *AND* kitchen facilities at Camp Chief Little Turtle, The Capital Development Committee has created the Camp Concierge Sub-Committee.

The purpose of the committee will be to supervise volunteer usage of the kitchen, kitchen equipment and common areas of the dining hall with the mission of preserving safety, hygiene, equipment and properties.

There will be a **\$100.00 deposit** required to use the dining hall or kitchen facilities. The one-time, refundable deposit must be paid at time of reservation. The **daily use fee of \$100 per day** for either the kitchen or dining hall is payable 2 weeks prior to your event.

Reservation(s) can be made at www.awac.org by clicking on the Camping/Outdoor Program link on the left hand side of the home page. Click on the Anthony Wayne Reservation link. Click on the Weekend Reservation link. Choose the facility. Check availability. Proceed with registration. Online registration requires online payment. You can use your credit/debit card, or eCheck with the online registration. Registrations paid with cash or your unit account, if you have one with the Council, will require a paper registration. Call the council office at 260-432-9593.

Your deposit will be refunded within 30 days after the event. If the facility is returned to proper condition after use. Any damages, cleaning and repair above "normal wear and tear" will be deducted from the deposit. If you have used a credit card to pay your deposit, your credit card will be credited with the deposit amount.

Inspection will be at 4:00 p.m. on the departing day, you will be given a chance to clean up after the inspection and the final inspection will be done on Monday morning by the Camp Concierge Committee.

All of the information on the registration sheet is required:

The Camp Concierge Committee Chairman:

Gene Barrett: email genebarrett@embarqmail.com phone: 206 244-3233

Anthony Wayne Scout Reservation – Boy Scouts of America

Dated 8/1/2012 Revised 10/21/14gb/ns

REGISTRATION SHEET

DATE(S) OF EVENT for Kitchen _____ Arrival Time _____ Departure Time _____

Date of Set up _____ Date of Clean up _____

DATE(S) OF EVENT for Dining Hall _____ Arrival Time _____ Departure Time _____

Date of Set up _____ Date of Clean up _____

GROUP USING THE FACILITIES: _____

AUTHORIZED INDIVIDUAL: _____

AUTHORIZED INDIVIDUAL'S SIGNATURE and DATE: _____

PRIMARY EMAIL ADDRESS: _____

PRIMARY PHONE NUMBER: _____

HOW DEPOSIT WILL BE MADE:

Circle Choice: Online with credit card, check, etc. or Paper Form thru office.

HOW REGISTRATION WILL BE MADE:

Circle Choice: Online with credit card, check, etc. or Paper Form thru office.

COUNCIL PROGRAM SECRETARY SIGNATURE and DATE: _____

CAMP CONCIERGE COMMITTEE CHECK OUT INSPECTOR SIGNATURE and DATE:

THE DINING HALL IS A TOBACCO AND ALCOHOL FREE BUILDING.

The renting person/organization is responsible for all set up and returning the area to its pre-existing condition. It is understood that if the facility is not left in satisfactory condition and or is damaged in any way, the person signing this agreement shall be held personally accountable.

Total capacity of full dining room for any event is 291.

Tacked or taped decorations (that would leave residue on furniture, walls, floors, etc.) are **NOT PERMITTED.**

October 1st the following appliances will be turned off: Refrigerators, Freezers, Ice machine, Hot water heater.

IF YOU ARE NOT SURE ON HOW TO USE OR CLEAN THE DIFFERENT APPLIANCES refer to the "Dining Hall Facilities Manual"

When the dining hall/kitchen is to be used, the appliances will be turned on (with the exception of the ice machine) before you arrived and will be turned off after you depart.

The ice machine will be turned off and locked October 1st to June 1st **NO EXCEPTIONS**
If your group requires ice you must bring it with you.

The Camp Concierge Committee will provide the following services:

- A. Will de-lime the dish washer as required.
- B. Will furnish towels and dish cloths and wash them.
- C. Griddle oil will be furnished.
- D. Cleaning supplies will be furnished.

DINING HALL CHECK OUT

Rental Date _____ Set Up Date _____ Clean up Date _____

Check-In Check-Out

- | | | |
|-------|-------|--|
| _____ | _____ | Floors clean, free of any mop swirls. |
| _____ | _____ | Trash cans emptied and new bags put in containers. |
| _____ | _____ | All restrooms clean (floors, sinks, stools urinals, trash cans, etc.). |
| _____ | _____ | Coffee pots unplugged, pots cleaned by hand. |
| _____ | _____ | Drip tray for drink containers cleaned and wiped dry. |
| _____ | _____ | All coffee, filters, creamers etc. put away in proper cabinet. |
| _____ | _____ | All mops and mop buckets to be put away in mop closet in kitchen. |
| _____ | _____ | brooms, dust pans etc. to be put in dining hall storage closet. |
| _____ | _____ | Table and chairs put away in storage room. |
| _____ | _____ | All doors locked. |
| _____ | _____ | Front porch clean. |

KITCHEN FACILITIES CHECK OUT

Rental Date _____ Set Up Date _____ Clean up Date _____

IF YOU ARE NOT SURE ON HOW TO USE OR CLEAN THE DIFFERENT APPLIANCES refer to the "Dining Hall Facilities Manual".

Check-In	Check-Out	
_____	_____	Convection ovens to be cleaned with an oven cleaner.
_____	_____	Steam and hold-cooker to be rinsed and wiped dry to remove any lime build up.
_____	_____	Griddle: Thoroughly clean backsplash, sides and front. Clean and wipe out grease trough around griddle. Wipe down griddle with a light film of oil, griddle oil furnished. Remove the grease drawer, empty it and wash it out in the same manner as any ordinary cooking utensil.
_____	_____	South Bend Range: Burners clean, oven clean.
_____	_____	Lights and ventilation system over the stove and griddle to be turned off.
_____	_____	Electric mixer: The mixing bowls and agitators must be washed thoroughly after every use in hot water and a mild detergent solution and thoroughly rinsed with hot, clear water and allowed to air dry.
_____	_____	Floors clean, no visible mop swirls.
_____	_____	All mops rinsed and hanged to dry in mop room.
_____	_____	All mop buckets rinsed with no standing water left in buckets.
_____	_____	Trash cans emptied and new bags put in containers.
_____	_____	All sinks clean.
<p style="text-align: center;">Wet towels, dish cloths etc. will be put in the basket and the committee will wash and put them away for the next usage. If they are beyond cleaning or are missing, the cost will be deducted from your deposit.</p>		
_____	_____	All pots, pans, dishes, silverware put away.
_____	_____	Cutting boards: Top be washed with a bleach solution and rinsed with clear water. They are to be stored upright in the cutting board rack.

SERVING LINE

Check-In

Check-Out

- _____ _____ Steamer compartments to be rinsed and wiped dry.
- _____ _____ Food warmers to be turned off and water removed from lower unit.
- _____ _____ Refrigerator: no food items to be left.

DISH WASHING ROOM

- _____ _____ Rinse sink: to be clean with no food scraps to be left in the sink.
- _____ _____ All dishes, silverware, pots and pans to be put away.
- _____ _____ All dish trays to be stacked neatly.
- _____ _____ Booster heater to be turned off.
- _____ _____ Dish washer to be rinsed and wiped down. The Concierge Committee will de-lime the Washer on an "as needed basis".
- _____ _____ Follow dish washing instructions. All pots, pans, etc. that have been used to cook food that contains grease will be rinsed in the three sinks in the kitchen before putting through the dish washing machine.
- _____ _____ Floor to be clean, turn off lights and exhaust vents.